



# United States Department of the Interior



BUREAU OF LAND MANAGEMENT  
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Instruction Memorandum No. 2014-004  
Expires: 09/30/2015

To: All Employees

From: State Director

Subject: State Safety and Health Policy

**Program Area:** Safety

**Purpose:** This Instructional Memorandum (IM) establishes the fundamental safety principles that will govern our work.

**Policy/Action:** The Bureau of Land Management (BLM)-Alaska is committed to provide for the safety and wellbeing of our employees, volunteers, and the public we serve. We will continually work towards strengthening our safety programs to ensure that all of our workplaces and visitor facilities are safe and healthful. The following principles will be applied to every BLM-Alaska safety program;

1. Work activities will be conducted in a manner which safeguards human well-being.
2. Sufficient financial and personnel resources will be allocated to ensure that safety planning and appropriate safety standards are fully integrated into every project and every
3. Safety excellence will be recognized and rewarded. My office will continue to sponsor the annual State Director's Safety Awards for outstanding dedication to workplace safety. Managers of all other BLM-Alaska offices will maintain meaningful local safety award programs to recognize their employee's exemplary safety performance or a significant contribution to their office's safety program.

4. Every employee will comply with all pertinent safety requirements that apply to their specific work responsibilities. Supervisors will ensure that this is consistently accomplished.
5. All necessary Personal Protective Equipment (PPE) will be provided at no cost to the employee. Employees will be properly trained in the use of each specific type of PPE prior to using it.
6. Employees will promptly report safety hazards to their supervisor or safety office. Supervisors and safety personnel will respond to such reports in a timely and effective manner. Employees and supervisors will jointly implement appropriate corrective solutions where recognized hazards exist.

**Timeframe:** The policy and procedures set forth in this IM are effective immediately.

**Budget Impact:** Minimal expenses incurred to support safety award programs and provide required PPE.

**Background:** We operate in highly challenging work environments and engage in many potentially hazardous work activities that make each of us a critical link in successfully achieving our common goal of preventing workplace accidents and injuries. We contribute to that success by personally taking responsibility for the health and safety of our fellow employees, the visiting public, and ourselves.

**Manual/Handbook Sections Affected:** None

**Coordination:** This IM was coordinated with the state safety and occupational health office.

**Contact:** Questions may be directed to Jake Schlapfer, State Safety and Occupational Health Manager, at (907) 271-6370, or via e-mail at jschlapf@blm.gov.

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